



8th May 2015

Dear Parents and Carers

New System for School Meal Ordering and Payments

We are aware that the school meal ordering and payment system that currently operates is time-consuming for parents and carers and can cause a lot of congestion in our very small reception area. However, our cook, Mrs Ketley, still requires the order forms for catering numbers (including those children who require a cold meal) and in order to cater for children with specific dietary requirements.

In an attempt to alleviate the situation, we will be trialling a new system from this Monday, 11th May. Menu order forms will now be sent home on a Monday (for the following week) with each child (or the older sibling where applicable). Menu forms should then be sent in via the class teacher together with any payment in a sealed envelope; they will then be sent round to the office. Please note siblings may be put on the same order form.

For parents who would prefer to pay money directly into the office, there is now a small lockable post box in the reception area where dinner money can be posted. Please make sure that all money is in a sealed envelope with your child's name and class clearly marked. There will be spare dinner menu order forms in reception if required.

We hope the new system works well and will keep you posted.

Kind regards.

Yours sincerely,

Mrs N Kadwill
Headteacher

